

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">20.1</p> <p>Date Filed</p> <p style="text-align: center;">February 15, 2006</p>	<p>Total Pages</p> <p style="text-align: center;">5</p> <p>Effective Date</p> <p style="text-align: center;">June 2, 2006</p>
<p>References/Authority</p> <p>KRS 196.035, 197.020, 197.045 780 KAR 4:010 ACA 4-4464 through 4-4467 and 4-4470 through 4-4480</p>	<p>Subject</p> <p style="text-align: center;">EDUCATIONAL PROGRAMS AND EDUCATIONAL GOOD TIME</p>	

I. DEFINITIONS

"Adult Education" means the instructional program designed for the inmate student encompassing literacy through a General Equivalency Diploma (GED).

"College" or "University" means an accredited program leading to the associate or bachelor degree.

"Correspondence Course" means a self-study instruction program contracted by an inmate through an approved, accredited educational provider.

"Live work" means a project that is an acceptable training tool for a vocational-technical class or meets a curriculum requirement for the particular vocational-technical area and is completed for an individual or organization.

"Vocational-Technical Education" means a post secondary vocational-technical education program that meets the requirements set forth in 780 KAR 4:010 Sections 3, 4, 5 (1) and (2) and 9.

II. POLICY and PROCEDURES

A. Education Programs

Education and Vocational-Technical Programs shall be certified at least every three years by a state certifying agency or other recognized agency having jurisdiction.

1. Adult Education

- a. This program may be available to any inmate who does not have a General Equivalency Diploma (GED) or high school diploma.
- b. The Adult Education program may be provided at no cost to the inmate.

Policy Number	Effective Date	Page
20.1	June 2, 2006	2

- c. Flexible scheduling may allow an inmate to enter the program at any time and proceed at his own learning pace.
- d. The curriculum shall be competency based, leading to the GED diploma.

2. Vocational-Technical Education

- a. Flexible scheduling may allow an inmate to enter the program at any time and proceed at his own learning pace.
- b. The curriculum shall be competency based, leading to a vocational-technical diploma.
- c. All requirements for the vocational-technical diploma shall be fulfilled within the educational center.
- d. Live work projects may be accepted and conducted in a vocational-technical class.
 - (1) A live work order shall be approved and initialed by the school administrator and instructor of the class.
 - (2) Individuals or organizations for whom a live work order is accepted shall purchase the necessary materials for the job to be completed. The instructor shall not handle the payment of the materials.
 - (3) The fee for a live work project shall be fifteen dollars.
 - (4) Fees for live work projects shall be paid in the form of a check or money order made payable to the Kentucky State Treasurer.
 - (5) All fee payments shall be processed through the institutional business office and shall not be handled by the instructor.
- e. Tool and toxic control in the technical education program shall comply with the correctional institution's policies and procedures.

Policy Number	Effective Date	Page
20.1	June 2, 2006	3

- f. An inmate shall not be permitted to attend any post-secondary class that is not provided at the correctional institution.
- g. The inmate shall not be transferred until conclusion of the term except for security reasons.

3. College or University

a. Eligibility

- (1) An inmate shall meet the enrollment requirements of the participating college or university.
- (2) The inmate shall have adequate time before his parole eligibility date or minimum expiration date to complete the coming term.
- (3) The inmate shall assume responsibility for all financial arrangements with the college.
- (4) Prior to admission, the inmate shall be subject to a screening process approved by the Warden in that institution.

b. Conditions

- (1) The inmate shall abide by all college regulations, including regulations for attendance, participation, completion of assignments, and standards of behavior.
- (2) The inmate shall not be transferred until the conclusion of the term except for security reasons.
- (3) If the inmate has less than 24 academic hours to complete his degree, his transfer shall be coordinated through the Classification Branch.

B. Correspondence Courses

- 1. The inmate shall have prior approval from the Central Office Educational Branch Manager before enrolling in a correspondence course.

Policy Number	Effective Date	Page
20.1	June 2, 2006	4

2. All financial arrangements for correspondence courses shall be the responsibility of the inmate.
3. All correspondence courses shall comply with the correctional institution's policies and procedures.

C. Educational Good Time

Educational Good Time shall only be available if the inmate earned a GED or other authorized achievement after July 13, 1990.

1. Program completion shall be verified by the Correctional School administrator and Educational Good Time shall be awarded under the following guidelines:
 - a. Recommendations for educational good time shall be forwarded to the Warden and then to Central Office for final approval;
 - b. If an inmate is denied educational good time at the institutional level he may appeal to the Director of Operations and Programs within seven (7) days of the denial; and
 - c. The Director of Operations and Programs shall decide the appeal within fifteen (15) business days.
2. Educational Good Time shall not be awarded for the following:
 - a. a GED award for inmates who already have a GED or high school diploma;
 - b. for inmates who have received a previous educational good time award in a related area; or
 - c. for inmates whose record indicates a proficiency in the same area.

D. Screening, Assessment and Evaluation

1. Prior to placement in education or vocational-technical programs, inmates shall receive an initial screening, assessment, and evaluation. Periodic counseling and assessment shall be part of an ongoing inmate evaluation.
2. Conditions

Policy Number	Effective Date	Page
20.1	June 2, 2006	5

No inmate shall be permitted to administer any official standardized test.

E. Education Records

Each institution shall include a copy of educational and vocational-technical records in the inmate's institutional file.